

# KANSAS DEPARTMENT OF HEALTH AND ENVIRONMENT

## Board of Adult Care Home Administrators

### INSTRUCTIONS FOR REINSTATEMENT of KANSAS ADULT CARE HOME ADMINISTRATOR LICENSE

In accordance with K.S.A. 65-3505(d), a duly license administrator, whose license has expired because of temporary abandonment of practice and whose license has not been revoked or suspended, may be licensed upon complying with the provisions for renewal of license under K.A.R. 28-38-23. The necessary application and materials for applying for reinstatement are enclosed.

**1. Complete:**

“Application for Reinstatement of Kansas Adult Care Home Administrator License”. Document the accumulation of at least 50 clock hours of continuing education during the licensure period, July 1 - June 30, immediately preceding application for reinstatement. (K.A.R. 28-38-23).

For **prior approved programs** submit: Verification of attendance.

For **programs not prior approved** submit: Course content, objectives, time frame and verification of attendance.

**2. Enclose:**

(a) Copy of your social security card or document verifying your name and social security number.

(b) Reinstatement fee of \$120.00 and renewal fee of \$100.00 - total \$220.00  
**FEES ARE NONREFUNDABLE.**

**3. Submit to:**

Health Occupations Credentialing  
1000 SW Jackson, Suite 200  
Topeka KS 66612-1365

Upon review and approval of your reinstatement application, a licensure certificate and card will be issued. If you have any questions, please contact Brenda Kroll at (785) 296-0061.